

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

Date/Time Stamp:
RECEIVED SECRETARY OF THE SENATE PUBLIC RECORDS
17 SEP -6 PM 1:16

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Wildlife Conservation Society

Travel date(s): August 31, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$228.40 (actual)		\$74 (good faith)	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Conference on U.S. efforts to combat wildlife trafficking and save endangered species.

This included talking to regional experts working at WCS, group discussions, and other activities.

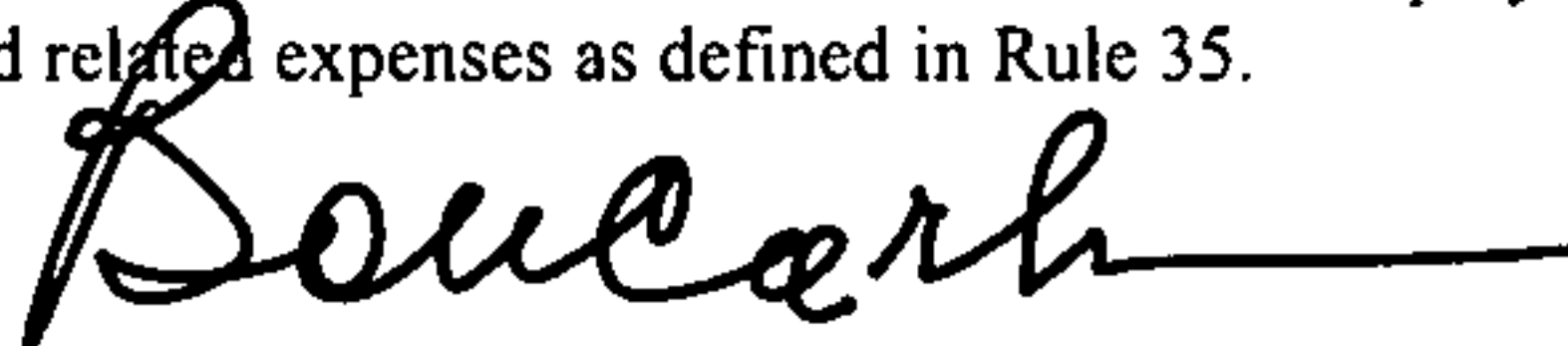
9.6.17
(Date)

Clyde E (Trey) Hicks
(Printed name of traveler)

Clyde Hicks
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.



(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JUL21'17AM11:34

Name of Traveler: Clyde Hicks

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): World Conservation Society

Travel date(s): August 31, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New York, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will entail a day-long focus on issues, programs, and activities related to wildlife trafficking. My policy portfolio for SFRC is foreign aid and development, which includes wildlife trafficking. Last Congress, committee passed a wildlife trafficking bill.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7.21.17
(Date)

Clyde Hicks
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Chairman Bob Corker hereby authorize Clyde Hicks
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7.21.17
(Date)

Bob Corker
(Signature of Supervising Senator/Officer)

Hicks, Trey (Foreign Relations)

From: Marinello, Sara <smarinello@wcs.org>
Sent: Friday, July 21, 2017 12:35 PM
Cc: Calvelli, John
Subject: RE: YOU'RE INVITED: 8/31/17 Congressional Staff Trip to the Bronx Zoo
Attachments: WCS Congressional Staff Trip Invite List 083117.pdf; Congressional Staff Trip Itinerary 083117.doc; Primary Trip Sponsor Form Senate 2017.pdf

Dear All,

As a followup to John Calvelli's email last Friday, I hope you can join us at the Wildlife Conservation Society for a day trip to New York City to visit our global headquarters —the Bronx Zoo—on *Thursday, August 31, 2017*. This trip will provide an opportunity for you to meet with experts in global wildlife conservation and science education to learn about an array of global terrestrial and marine conservation issues including wildlife trafficking and current efforts to address them.

If you have not already RSVP'd, please reply to this email. We can accommodate up to 15 participants for the trip. You have until July 31, about a week, to submit your forms to the Ethics Committee. In addition to the personalized letter of invitation you received from John, I am resending you the primary trip sponsor form, itinerary and invite list. Once you receive approval, let me know and we will make your travel arrangements.

Feel free to contact me with any questions!

Best,
Sara



Sara Marinello
Executive Director, Government & Community Affairs
Wildlife Conservation Society
office: +1 (718) 220-5113
web: <http://www.wcs.org>
twitter: <https://twitter.com/thewcs>

From: Calvelli, John
Sent: Friday, July 14, 2017 6:42 PM
To: Marinello, Sara <smarinello@wcs.org>
Subject: YOU'RE INVITED: 8/31/17 Congressional Staff Trip to the Bronx Zoo (See Attached for Details)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Wildlife Conservation Society
2. Description of the trip: The purpose of this trip is to educate Congressional staff on the impact of federal policies on local/global conservation including wildlife trafficking, marine conservation, role of zoos.
3. Dates of travel: 8/31/2017
4. Place of travel: New York, NY (Bronx Zoo)
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

WCS will be solely responsible for funding, organizing, and conducting this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

WCS saves wildlife and wild places through science, global conservation, education, and management of the world's largest system of wildlife parks, including its flagship Bronx Zoo. The purpose of this trip is to educate Congressional staff on the impact of federal policies on this mission.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Since 2003, WCS has sponsored fewer than 15 congressional staff delegations to its zoos and aquarium in New York or its field sites including Glovers Reef Research Station in Belize.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

WCS regularly sponsors and participates in briefings, offers testimony to committees, and produces publications for the purpose of educating Senate members and staff.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$500	\$0	\$74	\$0
<input type="checkbox"/> Actual Amounts	(\$400 airfare, \$100 ground transport)			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves meetings and tours organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The Bronx Zoo serves as WCS's global headquarters and is a leader in wildlife conservation and education. It provides a good location for educating Senate staff about global conservation issues.

19. Name and location of hotel or other lodging facility:

No lodging will be provided.

20. Reason(s) for selecting hotel or other lodging facility:

N/A

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The MI&E maximum per diem rate is \$74. We estimate the MI&E will be just under \$74.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation will be provided by commercial airline (coach). Vans will be used for ground transportation.

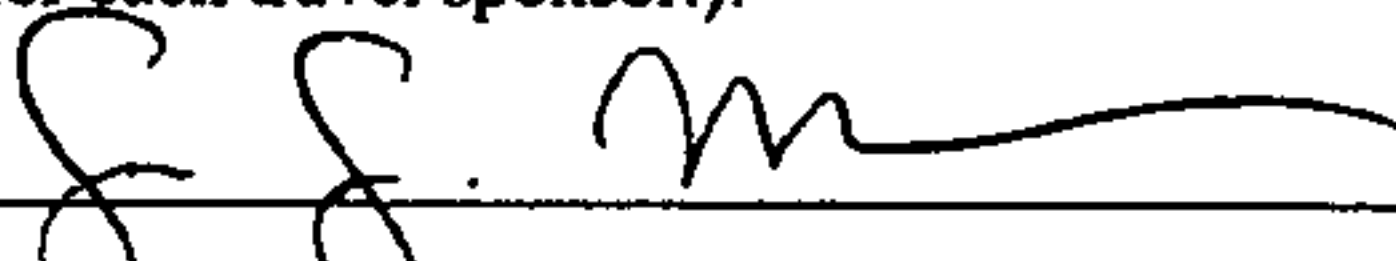
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Sara S. Marinello, Executive Director, Government & Community Affairs

Name of Organization: Wildlife Conservation Society

Address: 2300 Southern Blvd, Bronx, NY 10460

Telephone Number: 718-220-5113

Fax Number: 718-220-6890

E-mail Address: smarinello@wcs.org



Wildlife Conservation Society Sponsored Congressional Staff Visit

Thursday, August 31, 2017

PARTICIPANTS

Aneiry Batista, Rep. Adriano Espaillat (NY)
Michael DeFilippis, Rep. Don Young (AK)
Alan Feyerherm, Rep. Jeff Fortenberry (NE)
Trey Hicks, Senate Foreign Relations Committee
Meris Petek, Sen. Ron Johnson (WI)
Susan Spear, Sen. Kirsten Gillibrand (NY)
Bill Weitz, Rep. Eliot Engel (NY)
Leigh Whittaker, Rep. David Price (NC)

WCS CONTACTS

Sara Marinello (206) 419-0455 (m) smarinello@wcs.org	Chrissy Manto (914) 589-5626 (m) cmanto@wcs.org
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AGENDA

6:59 AM American Airlines Flight 2144 Departs Washington National Airport
Arrives LGA: 8:17AM

8:30 AM Van Departs LGA Terminal for Bronx Zoo
Luxury Worldwide Transportation
Contact: Bruno Tucci, (718) 840-5623 (o), (718) 928-5217 (m)

9:15 AM Participants Arrive at Bronx Zoo
Bronx Zoo
2300 Southern Blvd.
Bronx, NY 10460

9:30 AM Welcome Breakfast at Bronx Zoo
Assorted bagels and pastries, fruit, coffee, water served

John Calvelli, Executive Vice President, WCS Public Affairs to provide opening remarks

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10:15 AM Animal Ambassador Building

Karen Tingley, Director, WCS Education to discuss role of zoos in STEM education

11:15 AM Visit to Congo Gorilla Forest and Giraffe Exhibits

Nina Holbrook, Senior Program Manager, WCS Africa Program, to discuss the impact of illegal wildlife trade on Central African biodiversity and how WCS uses its exhibits to educate the public on this issue

12:00 PM Wild Asia Monorail

Dr. Aili Kang, Executive Director, WCS Asia Program, will escort the group on the Wild Asia Monorail to illustrate the impact of illegal wildlife trade on Asian biodiversity and how WCS uses its exhibits to educate the public on this issue

12:45 PM Tiger Mountain

Dr. Aili Kang will escort the group to Tiger Mountain to illustrate the impact of illegal wildlife trade on Tigers in the wild and how WCS uses its exhibits to educate the public on this issue

1:15 PM Lunch Briefing at Bronx Zoo

Assorted sandwiches, salads, fruit, coffee, water served

Sara Marinello, Executive Director, WCS Government & Community Affairs and Noah Chesnin, Policy Program Manager, WCS New York Seascape Program will discuss current marine conservation efforts and issues in the Mid-Atlantic and beyond.

2:30 PM Treetop Adventure

Benita Hussain, Director, WCS Conservation Solutions will brief the group on the impact of ecotourism in the Bronx and around the world.

3:30 PM Bison Exhibit

John Calvelli will brief group on WCS's efforts to restore bison, the new US national mammal, to their former ecological role in the wild.

4:30 PM Dinner Briefing at Zero Otto Nove

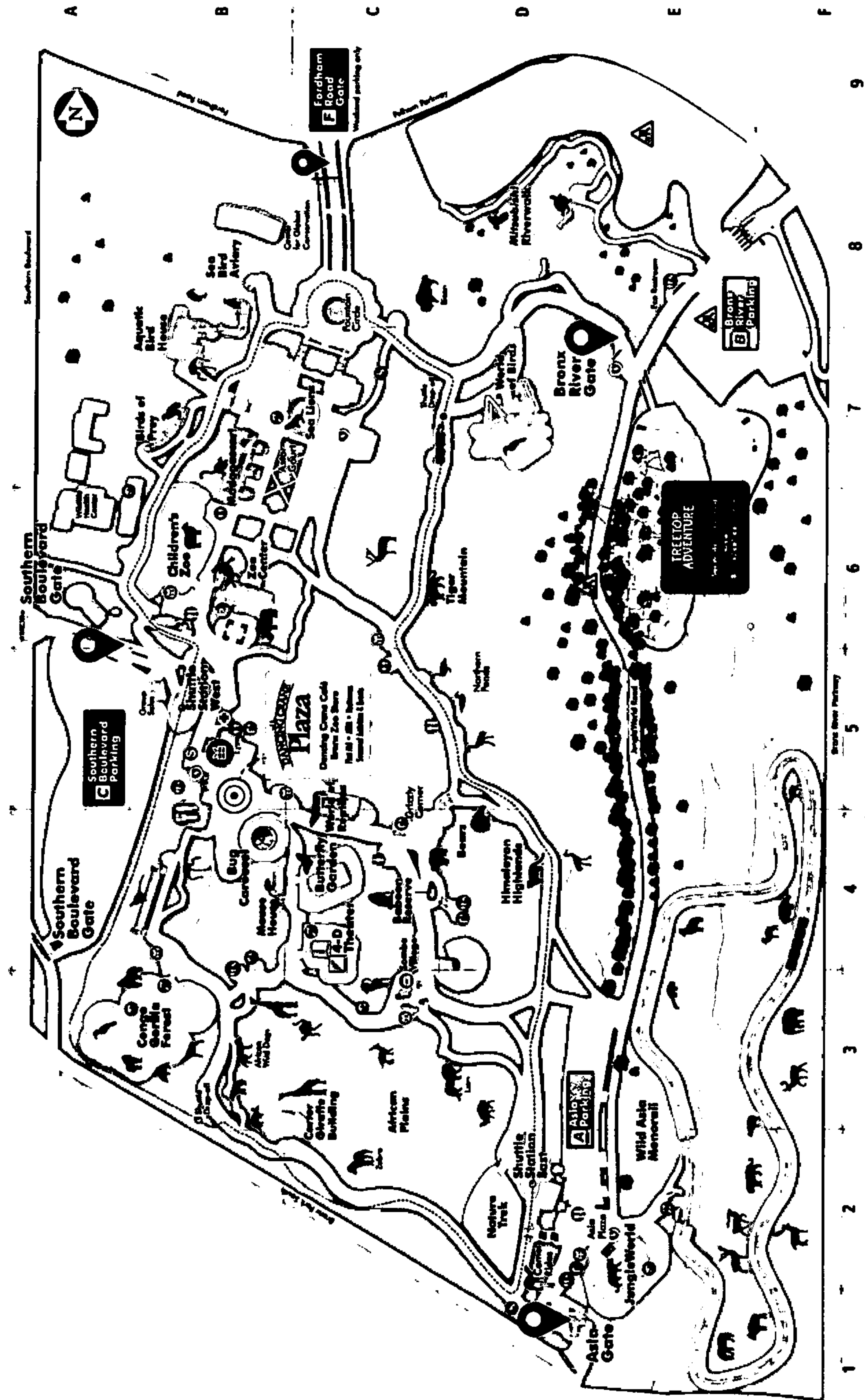
John Calvelli will brief group on WCS's conservation partnerships with governments and wrap up

6:15 PM Vans Depart Restaurant for LaGuardia Airport

8:00 PM American Airlines Flight 4757 Departs LaGuardia Airport

Arrives DCA: 9:30PM

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Invitees List

Invitees List

Ms. Mary Frances Repko, Office of Rep. Steny Hoyer
Ms. Courtney Fry, Office of Rep. Steny Hoyer
Ms. Kathleen Hazlett, Office of Rep. Rodney Frelinghuysen
Mr. Tom Doelp, Office of Rep. Rodney Frelinghuysen
Ms. Elizabeth Stanley, Office of Rep. Nita Lowey
Ms. Shalanda Young, House Committee on Appropriations
Ms. Nancy Fox, House Committee on Appropriations
Ms. Megan Bell, Office of Rep. Harold Rogers
Mr. Ben Kochman, Office of Rep. Kay Granger
Mr. Cesar Gonzalez, Office of Rep. Mario Diaz-Balart
Mr. Drew Kent, Office of Rep. Charlie Dent
Ms. Jessica Moore, Office of Rep. Tom Rooney
Mr. Alan Feyerherm, Office of Rep. Jeff Fortenberry
Mr. Gordon Larsen, Office of Rep. Chris Stewart
Ms. Julie Little Nickson, Office of Rep. Barbara Lee
Ms. Tara Linnehan-Oursler, Office of Rep. C.A. Dutch Ruppersberger
Mr. Asher Hildebrand, Office of Rep. David Price
Ms. Erin Kolodjeski, House State, Foreign Operations, and Related Programs Subcommittee
Ms. Susan Adams, House State, Foreign Operations, and Related Programs Subcommittee
Mr. Dave Kennett, Office of Rep. Ken Calvert
Mr. Ian Foley, Office of Rep. Ken Calvert
Ms. Jenn Holcomb, Office of Rep. Betty McCollum
Mr. Chris Cooper, Office of Rep. David Joyce
Mr. Jason Riederer, Office of Rep. Mark Amodei
Mr. Brian Barnard, Office of Rep. Evan Jenkins
Mr. Jesse Connolly, Office of Rep. Chellie Pingree
Ms. Kimber Colton, Office of Rep. Chellie Pingree
Mr. Jonathan Smith, Office of Rep. Derek Kilmer
Mr. Steve Katich, Office of Rep. Marcy Kaptur
Mr. Darren Benjamin, House Interior, Environment, and Related Agencies Subcommittee
Mr. Brad White, Office of Sen. Thad Cochran
Mr. John Dowd, Office of Sen. Patrick Leahy
Ms. Adrienne Wojciechowski, Office of Sen. Patrick Leahy
Mr. Matt Rimkunas, Office of Sen. Lindsey Graham
Ms. Stacy McBride, Office of Sen. Roy Blunt
Ms. Toni-Marie Higgins, Office of Sen. John Boozman
Mr. Brennen Britton, Office of Sen. Jerry Moran

Mr. Greg Slavonic, Office of Sen. James Lankford

Mr. Corey Tellez, Office of Sen. Richard Durbin

Ms. Maura Keefe, Office of Sen. Jeanne Shaheen

Mr. Adam Bramwell, Office of Sen. Chris Coons

Ms. Leah Rubin Shen, Office of Sen. Chris Coons

Mr. Michael Zamore, Office of Sen. Jeff Merkley

Ms. Allison Herwitt, Office of Sen. Christopher Murphy

Mr. Tim Rieser, Senate State, Foreign Operations, and Related Programs Subcommittee

Mr. Adam Yezerski, Senate State, Foreign Operations, and Related Programs Subcommittee

Mr. Michael Pawlowski, Office of Sen. Lisa Murkowski

Ms. Bianca Ortiz Wertheim, Office of Sen. Tom Udall

Mr. David Cleary, Office of Sen. Lamar Alexander

Mr. Ryan Bernstein, Office of Sen. John Hoeven

Ms. Brita Endrud, Office of Sen. John Hoeven

Mr. Jason Thielman, Office of Sen. Steve Daines

Mr. Steve Haro, Office of Sen. Dianne Feinstein

Mr. Dylan Laslovich, Office of Sen. Jon Tester

Mr. Chris Tomassi, Senate Interior, Environment, and Related Agencies Subcommittee

Ms. Melissa Zimmerman, Senate Interior, Environment, and Related Agencies Subcommittee

Mr.	Ned Michalek, Office of Rep. Eliot Engel
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Mr. Jason Steinbaum, House Committee on Foreign Affairs

Mr. Bill Weitz, Office of Rep. Eliot Engel

Mr. Tom Sheehy, House Committee on Foreign Affairs

Ms. Megan Gallagher, House Committee on Foreign Affairs

Ms. Margot Sullivan, House Africa, Global Health, Global Human Rights, and International Organizations Subcommittee

Ms. Gina Foote, Office of Rep. Ted Poe

Mr. Luke Murry, Office of Rep. Ted Poe

Ms. Kerry O'Brien, Office of Rep. William Keating

Mr. James Thomas, Office of Rep. Doug Lamborn

Mr. Ryan Hedgepeth, Office of Del. Madeleine Bordallo

Mr. Seth Maiman, Office of Del. Gregorio Kilili Camacho Sablan

Mr. Brent Robinson, Office of Rep. Rob Wittman

Mr. Matthew Strickler, House Committee on Natural Resources

Mr. William Ball, House Water, Power and Oceans Subcommittee

Mr. Trey Hicks, Senate Committee on Foreign Relations

Mr. Christopher Lynch, Office of Sen. Benjamin Cardin

Ms. Algene Sajery, Office of Sen. Benjamin Cardin

Mr. Josh Klein, Senate Committee on Foreign Relations

Mr. Chandler Morse, Office of Sen. Jeff Flake

Ms. Colleen Donnelly, Office of Sen. Jeff Flake

Mr. Matthew Klapper, Office of Sen. Cory Booker

Mr. Adam Zipkin, Office of Sen. Cory Booker

Mr. John Knapp, Office of Sen. Tim Kaine

Mr. Paul Tencher, Office of Sen. Edward Markey

Andrew Harding, Senate Committee on Environment and Public Works

Ms. Michelle Barlow Richardson, Office of Sen. Roger Wicker

Mr. Sam Goodstein, Office of Sen. Sheldon Whitehouse

Mr. Erik Elam, Office of Sen. Dan Sullivan

Ms. Susie Perez Quinn, Office of Sen. Bill Nelson

Ms. Pam Thiessen, Office of Sen. Rob Portman

Mr. Michael DeFilippis, Office of Rep. Don Young

Ms. Rachel Gentile, Office of Rep. Alan Lowenthal

Ms. Tara Shaw, Office of Sen. Michael Enzi

Mr. Eric Amidon, Office of Rep. Lee Zeldin

Mr. Kevin Dowling, Office of Rep. Lee Zeldin

Mr. Kevin Fogarty, Office of Rep. Peter T. King

Mr. Mike Florio, Office of Rep. Tom Suozzi

Ms. Nell Reilly, Office of Rep. Kathleen Rice

Ms. Sophia Lafargue, Office of Rep. Gregory Meeks

Mr. Justin Oswald, Office of Rep. Grance Meng.

Mr. Adam Minehardt, Office of Rep. Lydia Velazquez

Frieda Menos, Office of Rep. Hakeem Jeffries

Mr. Cedric Grant, Office of Rep. Hakeem Jeffries

Ms. LaDavia Drane, Office of Rep. Yvette Clarke

Ms. Amy Rutkin, Office of Rep. Jerrold Nadler

Ms. Lisette Morton, Office of Rep. Jerrold Nadler

Mr. Ronald Carara, Office of Rep. Dan Donovan

Ms. Blaire Bartlett, Office of Rep. Dan Donovan

Mr. Michael Iger, Office of Rep. Carolyn Maloney

Ms. Aneiry Batista, Office of Rep. Adriano Espaillat

Ms. Anne Marie Anzalone, Office of Rep. Joseph Crowley

Mrs. Kate Keating, Office of Rep. Joseph Crowley

Ms. Amanda Septimo, Office of Rep. José Serrano

Mr. Matthew Alpert, Office of Rep. Jose Serrano

Mr. Tim Persico, Office of Rep. Sean Patrick Maloney

Mr. Dain Pascoccello, Office of Rep. John Faso

Mr. Clinton Britt, Office of Rep. Paul Tonko

Ms. Lindley Kratovil, Office of Rep. Elise Stefanik

Ms. Hannah Andrews, Office of Rep. Claudia Tenney

Mr. Tim Kolpien, Office of Rep. Tom Reed

Mr. Zach Howell, Office of Rep. John Katzo

Mr. Liam Fitzsimmons, Office of Rep. Louise Slaughter

Mr. Matthew Fery, Office of Rep. Brian Higgins

Mr. Michael Hook, Office of Rep. Chris Collins

Mr. Mike Lynch, Office of Sen. Charles Schumer

Mr. Martin Brennan, Office of Sen. Charles Schumer

Mr. Jess Fassler, Office of Sen. Kirsten Gillibrand

Ms. Susan Spear, Office of Sen. Kirsten Gillibrand

Ms. Laurie Rubiner, Office of Sen. Richard Blumenthal

Mr. Fred Turner, Office of Sen. Robert Menendez

- Ms. Kaylan Koszela, Office of Rep. Albio Sires
- Ms. Beverly Pheto, Office of Rep. Rosa DeLauro
- Ms. Elise Ackley, Office of Rep. Rosa DeLauro
- Ms. Janice Fuller, Office of Rep. Frank Pallone
- Mr. Jason Galanes, Office of Frank LoBiondo
- Mr. Todd Mitchell, Office of Rep. Leonard Lance
- Mr. Tom Tucker, Office of Rep. Jimmy Panetta
- Ms. Kate Schisler, Office of Rep. Don Beyer
- Ms. Jennie Wright, Office of Sen. James Inhofe
- Ms. Meris Petek, Office of Sen. Ron Johnson
- Mr. Geoff Browning, Office of Rep. Katherine Clark
- Ms. Jill Kozeny, Office of Sen. Charles Grassley

United States Senate

SELECT COMMITTEE ON ETHICS

August 8, 2017

Clyde Hicks
Committee on Foreign Relations
United States Senate
Washington, DC 20510

Dear Mr. Hicks:

This responds to your recent correspondence concerning an invitation you received to travel on a congressional staff visit, in Bronx, New York on August 31, 2017, sponsored by the Wildlife Conservation Society (WCS). WCS certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, WCS has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist will accompany you on *any segment of your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, WCS is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any segment of your trip" has a specific definition. See *id.* at 3.

Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Meyer

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.